User Tips

User ID's and Passwords

- The GMS allows for any district personnel who should have access to the system be given access. It is unnecessary to share user information.
- A new user should change their assigned password to something they can easily remember.

Pop-Up Blocker

- You must have your **pop-up blocker turned off** to view the Review Checklist.

Navigation

- Do NOT use the browser (Internet Explorer or Navigator) forward and back buttons to change pages, as this will kick you out of the system. Select the Navigation Links at the top of each page to change pages.

Session Timeouts

The GMS is set-up to timeout a user after 60 minutes of no activity. The Session Timeout is designed to make sure that users have not left their PC's unattended without logging off.
- **<u>SAVE your work FREQUENTLY</u>** -Especially important on pages with a lot of text data entry.
- If you are working on a page that requires a lot of data entry place a character in each text box and then do a save. Save the page again after you complete each text box.
- If you will be away from your desk or busy for very long (phone calls, visitors, etc.), save your work and log off of GMS.
- Attempting to Save a Web Page after the Session has timed out will fail and data you have entered will be lost.
- Longer pages have multiple SAVE PAGE buttons to prevent timeouts.

Commas and Decimal Points

No Commas or Decimal Points in amounts:
- A pop up warning message is displayed and the data is not saved if decimal points or commas are entered for an amount.
- Enter Amounts in Whole Dollars only on budget pages and cash requests (no pennies allowed).
- Displayed Amounts have commas and decimal points for readability.

Payments Only Amendments

- Any grants that are part of the Payments Only section of GMS should submit the WDE-511 (Amendment form) directly to the Program Manager for Approval.

Copying and Pasting

Copying and Pasting can enable the use of the word processor spell checker and character count as well as word count capability to deal with character limit constraints. Although copying and pasting in the GMS can cause Error Messages and make a page difficult for a user to save. If you are copying and pasting you will want to follow these tips:

- Consider doing large text entries in a word processing package (Notepad appears to work best) or text document then cut and paste to the GMS Web page text area.
- **DO NOT** use special formatting (e.g. bullets, quotes, and semi-colons) or characters (i.e. &, *, @, etc.) in Word processor source text that will be copied to GMS pages or errors could result and you will be unable to save your work.

Saving a Page

- Press the SAVE Page button before proceeding to other pages or programs in the application. Failure to save each page will result in lost data. If there is an issue saving you will see a red error message in the top left hand portion of your screen, look there after saving data before moving onto the next page or you will lose your entered data.

Extensive Narrative Pages

- Pages that require extensive narrative risk timing out. Users should put something (one character is enough) in each text box on that page and then save. After data entry is complete in each text box the user should save the page. This will allow the user to not lose any work and time out.

Common Issues/Error Messages

- **"Data Not Saved" messages -** The user must fix error messages before moving to the next page. Information will be lost if you move to another page without a successful save.
- Targeting Step 4, Title I-A - **"Attendance Center allocation difference should equal zero."** All funds must be distributed to the Attendance Centers in the center of the page.
- **"You must complete the Planning Tool Objectives and the Goal Funding page prior to completing Budget Details." -** The user needs to go to the Goal Funding page and check appropriate goals for each program.
- **"Budget Detail does not equal Budget Summary" –** Usually if the Total is correct on the Budget Detail page but you are over your budget on the Budget Summary it is because at some point a

goal that was budgeted to was unchecked on the Goal Funding page. It is fine for the user to uncheck the goal but they must first delete any funds budgeted to that goal. You will have to recheck to goals, delete amounts on Budget Detail page, and then go back to the Goal Funding page and uncheck the goals.

- **"Submitted to LEA"**- This means that the grant was submitted to the Local Education Agency (a.k.a. the district authorized representative) and needs to be submitted by authorizing authority to proceed on to WDE.
- **"Page Lock Control Status"**- When status shows "Final" only WDE may unlock, if it shows "Locked" district has authorization to unlock that section.
- **"Reducing a budget series less than what has already been drawn"** - The user needs to be aware of what funds have been drawn when reducing a budget series. If a budget series must be reduced lower than what is currently drawn, an offsetting cash request should be submitted to reflect this change as well.
- **"Cash on Hand"** – The Cash on Hand (COH) parameters are set at $10,000 or 5% of the grant. If a district indicates that they have a COH of $10,001 an explanation box will popup. This will need to be completed in order to submit cash request.
- **"Funds on Hand/Overpayments on ERs"** – If there is a positive amount in the Funds on Hand area on the ER, this is considered an overpayment as the LEA has received funds that they have not expended. WDE will contact LEA to determine why they have Funds on Hand and how it will be resolved.